

MARGARET DONNELLAN TODD  
COUNTY LIBRARIAN

May 8, 2003

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**GROUNDS MAINTENANCE AGREEMENT  
WITH THE CITY OF CULVER CITY  
(SECOND DISTRICT) (3-VOTE MATTER)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Approve and instruct the Chair to sign a five-year agreement for grounds maintenance services with the City of Culver City for the Culver City Julian Dixon Library at an annual cost of \$7,978 effective July 1, 2003 through June 30, 2008.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Los Angeles County Charter, Section 56-1/4 authorizes the Board of Supervisors to contract with a City to perform duties and functions for the County. The City has been providing grounds maintenance services for the Japanese Rock Garden at the Culver City Julian Dixon Library, located at 4975 Overland Avenue, Culver City, CA 90230, since 1975. The rock garden requires specialized care which the City is able to provide. The County is satisfied with the services currently provided and wishes to continue the relationship with the City. The County benefits from the services provided by the City and recommends approval of the proposed agreement to continue these services.

**Implementation of Strategic Plan Goals**

Approval of the recommended award is consistent with the County's Strategic Plan in the areas of service excellence, fiscal integrity, and organizational effectiveness.

### **FISCAL IMPACT/FINANCING**

Under the terms of the agreement, the City will provide grounds maintenance services for the Library at an annual cost of \$7,978 for five (5) consecutive years, not to exceed a total of \$39,890. In the event the City is prevented from performing the maintenance services for the Library, the City shall return to the County the pro-rata portion of any annual payment prepaid by the County.

This continues the existing contract rate from the previous contract with the City for the same services. The cost for this agreement will be paid from existing funds in the Department's operating budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

This agreement is authorized under the provisions of Section 56-1/4 of the Charter of the County of Los Angeles and Title 1, Division 7, Chapter 5, (Sections 6500 et seq.) of the Government Code.

The agreement was reviewed and approved by County Counsel.

The standard County contract provisions for services from the private sector are not applicable to a contract for services provided by a City.

### **CONTRACTING PROCESS**

Since this is an intergovernmental agreement, no competitive procurement is required.

### **IMPACT ON CURRENT SERVICES**

Approval of this agreement will assure continuation of current grounds maintenance services by the City without interruption.

The Honorable Board of Supervisors  
May 1, 2003  
Page 3

**CONCLUSION**

The grounds maintenance services provided under the recommended agreement are essential to Public Library operations at the Culver City Julian Dixon Library.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Margaret Donnellan Todd". The signature is fluid and cursive, with the first name being the most prominent.

Margaret Donnellan Todd  
County Librarian

MDT:DF:EVT:jm

Attachments

c: Chief Administrative Office  
County Counsel  
Executive Office, Board of Supervisors  
Auditor-Controller